

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.			
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)  Standard MWR NAF PD		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.					
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code					
14. Agency Use NAF													
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade			
a. Office of Personnel Management													
b. Department, Agency or Establishment													
c. Second Level Review		Custodial Worker				NA		3566		02			
d. First Level Review													
e. Recommended by Supervisor or Initiating Office													
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment						c. Third Subdivision							
a. First Subdivision						d. Fourth Subdivision							
b. Second Subdivision						e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)							
20. <b>Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature _____ Date _____						Signature _____ Date _____							
21. <b>Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action S. J. NEW						OPM FWS JGS Custodial Working 3566 TS-2 Sept 68							
Principal Classifier Signature  Date 12-31-01						<b>Information for Employees.</b> The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													
24. Remarks													
25. Description of Major Duties and Responsibilities (See Attached)													

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Custodial Worker **POSITION NUMBER** 01-012A

**JOB SERIES:** 3566 **PAY LEVEL:** NA-2

**Summary of Duties:** Performs one or more of the following duties: Scrubs, strips, waxes, and polishes floors using heavy (industrial-type) powered scrubbers and buffers. Vacuum cleans rugs, using heavy (industrial-type) vacuum cleaner. Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers, and other attachments on them. Washes and replaces venetian blinds, changes light bulbs and washes ceiling fixtures and room partitions, using ladders and scaffolds. Moves heavy furniture, supplies and equipment. In living quarters, makes beds, changes linens and collects soiled linen. Keeps rest rooms in clean, orderly, and sanitary condition. Cleans, disinfects, and deodorizes lavatories, urinals, and toilet bowls. Cleans mirrors, sinks, and water fountains. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand towels, and soap. Maintains a stock of cleaning materials and equipment and notifies supervisor when more are needed.

Performs other related duties as required.

**Skills and Knowledge:** Knowledge and skill sufficient to read signs, follow simple oral and written instructions. Ability to work safely while moving lightweight objects. Ability to use powered equipment and perform minor maintenance on this equipment. Ability to learn Material Safety Data Sheets.

**Responsibility:** Works with specific oral and written instructions. Usually not called upon to use judgment for other than simple choices. Responsible for exercising continual care, due to the nature of tools and equipment used, and the weight of objects handled. After receipt of instructions, worker may complete routine duties involving several distinct tasks or steps independently.

**Physical Effort:** Exerts moderately heavy physical effort in controlling heavy equipment, carrying and setting up ladders and scaffolds and working from ladders and scaffolds. Continual standing, bending, stooping, and reaching; frequently lifting and move objects weighing about 40 lbs. and occasionally objects weighing over 50 lbs.

**Working Conditions:** Work is typically performed indoors, in areas which normally have adequate heat, light and ventilation. Exposed to dirt and disagreeable odors. Exposed to minor injuries.